About College & Research Libraries

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2. Manuscripts should be machine-printed and double-spaced. Three copies should be provided. Disk copy will be requested from authors for accepted articles. Virtually any MS-DOS disk can be processed. Authors’ titles, names, and affiliations should appear on a cover page only. Do not repeat this information in the text. Using key words from the title, put a header or footer on each page and include the page number. A 75- to 100-word abstract should precede the body of the article. Although longer works may be considered, 1,000- to 5,000-word manuscripts are most suitable.

3. Clear, simple prose enhances the presentation of ideas and opinions. The editor especially encourages writing in the active voice.

4. Local peer review increases a manuscript’s quality. Distribute the paper to colleagues, discuss it, and make revisions based on their comments.

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7. The author is responsible for verifying all citations carefully. Bibliographical references should be consecutively numbered throughout the manuscript. Double-spaced endnotes should appear on separate pages at the end of the article. Use regular aligned numbers (1., 2., etc.) not superscripts.

8. C&RL follows the Chicago style of volume (date); pages. For example:


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FILING
Filing is word-by-word (ALA, 1968)

ABBREVIATIONS
Standard abbreviations are used except in titles. Names of some organizations, ALA, ACRL, LC, etc., are also abbreviated and are alphabetized as if spelled out.

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